King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.04.001, Court Remand	Approved By:	Director Allen Nance
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	Reviewed By:	PRC
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Purpose
To establish procedures for taking custody of individuals who have been remanded into the Department's custody.

Policy
It is the policy of this Department to provide the courts with court-remand services.

References
Department Form: Disposition of Property in Storage (F-770)
Department Policy: 4.02.005, Search of Residents
4.03.009, Restraints
4.03.014, Use of Force
4.03.016, Resident Escorts
4.03.017, Restraint of Pregnant Females
5.01.001, Intake Procedures
5.02.004, Booking Procedures
5.05.001, Resident Property Room and Storage

A. General Guidelines
1. Officer(s) shall be dispatched to perform a court remand in the King County Courts. One Officer may be dispatched to perform a court remand at the Kent Division or King County Correctional Facility, Courtroom 1 and KCCH E1201.
2. Staff performing court remands or transports C2 [redacted]
3. The court will notify the King County Court Marshals, who will arrive first and secure the defendant. Once the court paperwork is complete the bailiff shall notify the Court Detail Office of the remand.
4. The Seattle Municipal Court Marshals have C2 [redacted] for SMC remands and will notify 2nd floor court detail prior to bringing the remand C2 [redacted]

B. Procedure
1. The Court Detail Dispatch Office will:
   a. Upon receiving a request for a court remand, request the following information:
      1) The Judge or Commissioner's name and courtroom number.
      2) Confirm that there is a signed remand order in hand.
      3) Demeanor of the defendant.
      4) Presence of news media, victims, defendant's family, or any other extenuating circumstances.

5) The UCN and Cause Number of the resident being remanded.

b. Enter the remand information into JMS, print a JMS Subject Information Slip and assign officer(s) to perform the remand.

2. The Court Detail Transport Officers will:
   a. Discuss any concerns regarding the court remand with the Duty Sergeant.
   b. Prior to departing the courtroom ensure that the remand paperwork is complete and signed by the Judge or Commissioner.
   c. Escort the resident to ITR for booking following Department policies 4.03.009, Restraints, 4.03.016, Resident Escorts and 4.03.017, Restraint of Pregnant Residents (if applicable).
   d. Remain with the resident in ITR until the intake process is complete. Upon completion of the transport notify the Court Detail Control Officer of their availability for another assignment.
3. The Court Detail Sergeant will:
   a. Respond to court if the transporting officer has security concerns regarding the remand.
   b. Contact all support units necessary to gain control of an emergent situation.
4. For Seattle Municipal Court remands C2 [redacted], the 2nd Floor Court Detail officers shall:
   a. Meet the SMC Marshal C2 [redacted] and make sure the remand is handcuffed prior to being escorted to ITR by the SMC Marshal.